

VACANCY ANNOUNCEMENT

OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE



**TITLE: ASSISTANT UNITED STATES TRADE REPRESENTATIVE FOR
WESTERN HEMISPHERE**

VACANCY ANNOUNCEMENT# : USTR-01-12A-RG

OPENS: May 8, 2001 **CLOSES:** May 25, 2001

SALARY: ES 1-6

NUMBER OF POSITIONS: One

LOCATION: WASHINGTON, D.C.

AREA OF CONSIDERATION: ALL SOURCES

REMARKS: THIS POSITION HAS BEEN PREVIOUSLY ANNOUNCED UNDER USTR-01-12-RG. THOSE WHO APPLIED UNDER THAT ANNOUNCEMENT WILL RECEIVE CONSIDERATION AND NEED NOT REAPPLY.

This position has been designated as a Senior Executive Service (SES) position. If not already a member of the SES serving under a career appointment, the individual selected must have his or her executive qualifications certified by a Qualifications Review Board of the Office of Personnel Management before appointment to this position, and will be required to serve a one-year probationary period in this position. The actual salary will be set by determining the appropriate SES level for the person selected.

NOTE: This position requires the selectee to obtain and maintain a security clearance. This means that a full-field background investigation will be conducted, including appropriate credit checks. Any offer made is considered a tentative job offer pending the outcome of pre-employment interviews and any background investigation. This agency has the right to rescind the tentative offer at any time before the actual starting date of employment based on any negative information that may be found during preliminary security and/or credit checks.

DUTIES: Serves as Assistant U.S. Trade Representative (AUSTR) for Western Hemisphere. The AUSTR has primary responsibility for developing and implementing trade and investment policy and negotiating strategy for trade issues (with the exception of the textile program) which relate to the countries of the Western Hemisphere. The incumbent also serves as the Chief Negotiator for the Western Hemisphere, in both bilateral and multilateral negotiations. The major duties of the position are as follows: Represents the President's U.S. Trade Representative on a broad range of negotiating assignments; serves

as coordinator for all interagency activities concerning trade and investment issues with the Western Hemisphere; develops and implements U.S. trade strategy toward Canada, Mexico, Latin America, and the Caribbean; formulates policy and negotiates solutions for special trading problems with countries in the region; responsible for the design, development, and implementation of the Caribbean Basin Initiative and the Andean Trade Preference Act; responsible for the implementation of the North American Free Trade Agreement (NAFTA); explains and defends the administration's trade policies to both the public and the Congress, and to foreign governments in the region.

APPLICANTS ARE REMINDED TO ADDRESS SEPARATELY FROM THEIR APPLICATION, HOW THEIR EXPERIENCE, EDUCATION, ACCOMPLISHMENTS, AND/OR POTENTIAL MEETS THE MANDATORY PROFESSIONAL/TECHNICAL QUALIFICATIONS AND THE OFFICE OF PERSONNEL MANAGEMENT EXECUTIVE CORE QUALIFICATIONS LISTED BELOW.

Mandatory Professional/Technical Qualifications:

1. Demonstrated experience in negotiating with foreign counterparts, including governments, and in developing consensus involving diverse economic and political interests.
2. Demonstrated knowledge and experience in trade and economic issues with countries of the Western Hemisphere, including a thorough understanding of the U.S. Government's policies and programs regarding trade relations with Latin America, the Caribbean, Mexico and Canada.
3. Comprehensive knowledge and understanding of domestic and international laws, rules, and/or regulations as they relate to and affect trade policy.

Executive Core Qualifications

1. **Leading Change.** This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity, to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

2. **Leading People.** This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.
3. **Results Driven.** This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen.** This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance performance and decision making.
5. **Building Coalitions/Communication.** This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact work of the organization.

NOTE: Applications must be received in the Office of Administration, Human Resources Management Division by the closing date. Those received by this office after the closing date will be considered INELIGIBLE.

If you omit any of the required information specified in Optional Form 510, applying for a Federal job, your application may be rated INELIGIBLE. (Please go to www.opm.gov/forms/html/of.htm for a copy of OF-510.)

Users of Telecommunication Devices for the Deaf (TDD) may call (202) 395-1160.

NOTE: Relocation expenses will NOT be paid to the applicant.

HOW TO APPLY: Send (1) an Optional Application for Federal Employment (OF-612); or a resume; or the SF-171, Application for Federal Employment; or other written application, ensuring that all required information shown in Applying for A Federal Job, OF-510, is included in your application; (2) your latest SF-50 "Notification of Personnel Action" and Performance Appraisal if you are a current or former Federal employee; (3) on a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective Factors and Quality Ranking Factors, and (4) if applicable, SF-15, Application for 10-point Veteran Preference.

In addition, please complete the attached EOP Applicant Background Survey and submit it with the above documents. This form is voluntary and optional. It will not be part of or considered with your application. It will be used for statistical purposes only. Prohibited political recommendations with respect to Federal employment will be returned to the applicant in accordance with 5 U.S.C. 3303.

WHERE TO APPLY: Completed form(s) must be sent to:

Executive Office of the President
OA-Human Resources Division
725 17th Street, N.W. - Room 4013
New Executive Office Building
Washington, D.C. 20503

Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 5 CFR 735.205, 39 U.S.C. and 18 U.S.C.

APPLICATIONS WILL NOT BE RETURNED.

DRUG TESTING: The applicant tentatively selected for this position will be required to submit a urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.

EEO STATEMENT: Applications will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or nonmembership in employee organizations, or non-disqualifying physical handicap. Disabled applicants, disabled veterans, or any other applicants eligible for noncompetitive appointment under special appointing authorities not requiring competitive status are eligible to apply regardless of the area of consideration and should clearly specify their special eligibility on their application.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Executive Office of the President
Applicant Background Survey

They estimate a public reporting burden for this collection of information to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Executive Office of the President, and to the Office of Management and Budget, Paperwork Reduction Project, Washington, D.C. 20503

GENERAL INSTRUCTION: This information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Answer each of the questions to the best of your ability. Please print entries using capital letters only. Read each item thoroughly before filling in the answer.

Position and Announcement # for which you are applying:

Date of your application: |Year of Birth:

How did you learn of this position/announcement?

Please read the subcategories carefully, then categorize yourself in terms of race, ethnicity, disability, and sex, checking only one box in each category.

RACE.

- ____1. American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- ____2. Asia or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, India, Asia and the Pacific, Korea, the Phillippines Islands, and Samoa.
- ____3. Black: A person having origins in any of the black racial groups of Africa.
- ____4. White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

ETHNICITY.

____Hispanic Origin: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin despite race.

____Not of Hispanic origin.

DISABILITY. Please provide information on your disability status by checking one of the categories below:

____1. I do not have a disability ____7. Conclusive disorder

____2. Hearing impairment ____8. Mental retardation

____3. Vision impairment ____9. Mental or emotional illness

____4. Missing extremities ____10. Severe distortion of limbs

____5. Partial paralysis ____11. I have a disability but

____6. Complete paralysis

and/or spine
they do not list it.

GENDER.

____1. Male

____2. Female

PRIVACY ACT INFORMATION.

GENERAL. This information is provided pursuant to Public Law 9305 79 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

PURPOSE AND ROUTINE USES. This information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help ensure that agency personnel practices meet requirements of Federal law.

EFFECTS OF DISCLOSURE. Providing this information is voluntary. No individual personnel selections are made based on this information.

FOR AGENCY USE ONLY:

____ ____ ____	____ ____ ____ ____	____ ____ ____ ____
Date received	Occupational	Occupational Series
(MM/DD/YY)	Supplement Code	Code

____ ____ ____ ____	____ ____ ____ ____
Agency Code	Location